

# CHICAGO R2A2 MAPPING

Organization: Office of the Manager

Date: 9/25/02

<i><b>Roles &amp; Responsibilities</b></i>	<i><b>Accountabilities</b></i>	<i><b>Authorities</b></i>	<i><b>SC</b></i>	<i><b>Other Prog. Offices</b></i>	<i><b>Other HQ Offices</b></i>	<i><b>OM</b></i>	<i><b>CH Area Offices</b></i>	<i><b>GOGO</b></i>	<i><b>Other CH Offices</b></i>	<i><b>CH Employees</b></i>	<i><b>Non-CH Area Offices</b></i>
<b>OFFICE OF THE MANAGER</b>											
<ul style="list-style-type: none"> <li>• Provide executive leadership to Chicago Operations Office (CH) within the following principle program areas:               <ul style="list-style-type: none"> <li>○ Research and development in energy technologies, and biomedical, environmental, and physical sciences;</li> <li>○ Construction/maintenance of all facilities in support of assigned programs;</li> <li>○ Dismantlement of nuclear weapons;</li> <li>○ Plutonium Disposition and Tritium ;</li> <li>○ Administration of lease agreements;</li> <li>○ Environmental restoration, technology development &amp; waste management programs</li> <li>○ Advanced reactor &amp; fuel cycle research &amp; development</li> <li>○ Distributed Energy Resources Program</li> </ul> </li> </ul>	Director of SC		X	X	X		X	X	X	X	
	NNSA										
	NNSA										
	EM										
	NE										
	EE										
<ul style="list-style-type: none"> <li>• Manages the programs identified above and:               <ul style="list-style-type: none"> <li>○ As required to carry out assigned program and related responsibilities, provides legal, procurement, property management, fiscal, personnel, security, classification, information, environmental, health and safety, appraisal, waste management, nuclear materials management, and other support services; maintains administrative documentation and records; develops and executes budgets; and maintains control for obligations and expenditures;</li> </ul> </li> </ul>		ES&H Authorities: DOE O 210.1 DOE O 225.1A DOE O 231.1 DOE O 232.1A DOE O 252.1 DOE O 413.3 DOE O 414.1A DOE O 420.1A DOE O 420.2 DOE O 420.2A DOE O 425.1B	X	X	X		X	X	X	X	

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<ul style="list-style-type: none"><li>○ Maintains liaison and working relationship with other Federal agencies and state and local governments involved in CH activities;</li><li>○ Manages program development and implementation of Federal Equal Employment Opportunity (EEO) and Affirmative Action programs and oversee contractor diversity programs;</li></ul>		DOE O 430.1A DOE O 430.2A DOE O 440.1A DOE O 443.1 DOE O 451.1B DOE O 460.1A DOE O 3790.1B DOE O 5400.19 DOE O 5400.5 DOE O 5480.4 DOE O 5480.19 DOE O 5480.30 DOE O 5530.1A DOE O 5530.1 DOE O 5530.3  <i>Info. Management Authorities:</i> DOE O 200.1  <i>Financial Authorities:</i> DOE O 130.1 DOE O 135.1 DOE O 137.1A DOE O 221.1 DOE O 221.3 DOE O 224.2 DOE O 413.1A DOE O 520.1 DOE O 534.1A									

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		DOE O 551.1A DOE O 1500.2A DOE O 1500.4A DOE O 2100.12A DOE O 2110.1A DOE O 2200.2B DOE O 2300.1B DOE O 2340.1C DOE O 3600.1B DOE O 4320.2A  <i>Security Authorities:</i> DOE O 151.1A DOE O 1270.2B DOE O 5632.1C DOE O 5639.8A DOE O 5660.1B									
<ul style="list-style-type: none"><li>Serves as the point of integration/coordination/ leadership for CH business lines (laboratory and facility management, program and project management, and acquisition and assistance management) and the support organizations</li></ul>						X	X	X	X		
<ul style="list-style-type: none"><li>Oversight and supervision of DOE CH personnel</li></ul>		<i>Human Resource Management Authorities:</i> DOE O 322.1A DOE O 331.1B DOE O 350.1 DOE O 360.1B DOE O 3300.3					X	X	X	X	

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		DOE O 3304.1A DOE O 3335.1C DOE O 3351.2 DOE O 3450.1B DOE O 3731.1 DOE O 3750.1 DOE O 3771.1 DOE O 3792.3									
<ul style="list-style-type: none"> <li>Accountable for delegated operational authorities (Contracting, Personnel, Safety, Security, Permitting, etc.)               <ul style="list-style-type: none"> <li>Approves/disapproves contractor separations of between 50 and 100 in a 12-month period.</li> </ul> </li> </ul>	<p>Secretary of Energy</p> <p>Assistant Secretary for Enviro. Management</p> <p>Director of Plutonium, Uranium and Special Materials Inventory, Office of Security</p>	<p><i>Delegation of Authority Memo from Spencer Abraham dated 2/4/2002 (Attachment 1)</i></p> <p><i>Delegation of Authority Letter from Jessie H. Roberson dated 12/12/01 (Attachment 2)</i></p> <p><i>Delegation and Clarification of Authority for Approval of Safety Documentation, letter from D. Crawford, dated</i></p>	X	X	X						

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		3/29/2002 (Attachment 3)									
<ul style="list-style-type: none"> <li>Serves as Head of Contracting Activity               <ul style="list-style-type: none"> <li>Acquisition - Approve, enter into (award/execute), administer, modify, close out, terminate, and take such other actions as may be necessary and appropriate with respect to any contractual arrangement (including interagency and other funds-out agreements) committing the DOE to the obligation and expenditure of public funds. Acquisition roles and authorities of the HCA carefully described in Attachment 1 hereto. M&amp;O specific HCA roles, responsibilities, and authorities are contained in Attachment 2. Attachment 3 contains general and M&amp;O specific, Acquisition Letters and DOE Orders which describe authorities of HCA</li> <li>Assistance - Approve, enter into (award), administer, modify, close out, terminate, and take such other actions as may be necessary and appropriate regarding financial assistance and financial incentive instruments, including but not limited to grants, cooperative agreements, loans, and loan guarantees, price support and guaranteed market agreements, committing the Department to the obligation and expenditure of public funds.</li> <li>Sales - Approve, enter into, and take such other actions as may be necessary and</li> </ul> </li> </ul>	Procurement Executive	See Attachments 4, 5, and 6	X	X	X		X	X	X		

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<p>appropriate, with respect to agreements committing the Department to the sale of products and services, including funds-in interagency agreements and other agreements providing for reimbursable work for others.</p> <ul style="list-style-type: none"> <li>Property - Manage and dispose of consistent with applicable laws, regulations, policies, and procedures, all personal property held by DOE for official use by Departmental employees, contractors, and recipients.</li> </ul>											
<ul style="list-style-type: none"> <li>Pursuant to Secretary of Energy Delegation provided under Delegation Order 00-008, the Manager of the Chicago Operations Office has authority to take the following actions: <ul style="list-style-type: none"> <li>Take all necessary actions to acquire, by purchase, lease, or otherwise, real property interests; take necessary additional action following the initiation of condemnation proceedings and the execution of declarations of taking; and exercise all authority of the Secretary regarding the management and disposal of Departmental real property, excluding the acceptance by donation of real property. This authority does not extend to initiation of condemnation proceeding or execution of declaration of taking. All real estate actions shall be subject to approval by a Department of Energy certified reality</li> </ul> </li> </ul>	<p>Secretary of Energy</p> <p>Bruce M. Carnes, Director Office of Management, Budget, and Evaluation/ Chief</p>	<p>Redelegation Order No. 00-008.09</p>	X	X	X		X	X	X		

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<p>specialist. In addition, the Office of Management, Budget and Evaluation, the Office of General Counsel, and the Director of the Office of Science shall be formally notified 90 days in advance of the final disposal, by sale or lease, of any Departmental real property under DOE property disposal authorities. This notification requirement does not include the demolition of buildings by DOE or its contractors.</p> <ul style="list-style-type: none"><li>○ Approve personnel actions involving positions at the GS-15 level and below or equivalent in the competitive and excepted service.</li><li>○ Approve personnel actions involving positions above the GS-15 or equivalent level not requiring Executive Resources Board approval.</li><li>○ Approve personnel actions relating to the appointment of experts and consultants pursuant to section 3109 of title 5 of the United States Code (Schedule A Authority).</li><li>○ Approval developmental or training assignments external to the Department of Energy (DOE or Department) of one year or less.</li><li>○ Under 5 U.S.C. 2903, administer the oath of office and execute appointment affidavits for all appointments for the DOE.</li></ul>											

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• Focal point within CH for setting CH area office performance expectations	Director of SC		X	X			X	X			
• Focal point for setting EML performance expectations	EM			X				X		X	
• Focal point for setting NBL performance expectations	SO			X				X		X	
• Provides services and operational support in varying measures to each DOE mission			X	X	X		X	X	X	X	
• Provides stewardship of DOE Laboratories		<i>Stewardship Authorities:</i> DOE O 224.1 DOE O 412.1 DOE O 413.2A DOE O 481.1B DOE O 482.1 DOE O 483.1	X	X			X	X			
• Provides leadership and focus for strategic planning, resource management, and CH performance analysis and evaluation			X				X	X	X		
• Serves as allottee for the CH Operations Office	Carnes	DOE O 534.1	X	X		X	X	X	X	X	
<b>OM DIVERSITY/EEO MANAGEMENT</b>	Headquarters Office of Economic Impact and Diversity.  Manager, Chicago Operations Office.  Equal Employment Opportunity Commission.	DOE O 311.1A DOE O 442.1A DOE O 442.1-1 P.L. 88-352 (Title VII) P.L. 92-261 Title VI of the Civil Rights Act of 1964 Title IX of the Education									



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	Office of Personnel Management.	Amendments of 1972 P.L. 90-202 by P.L. 93-259 and P.L. 95-256 Section 504, 501 & 505 of the Rehabilitation Act of 1973 by P.L. 93-112 P.L. 94-135 P.L. 95-454 Executive Order 11478 5, CFR, Part 720 10 CFR, Part 1040 29 CFR, Part 1604.11 29 CFR, Part 1607 29, CFR, Part 1608 29 CFR, Part 1614 Management Directive 110 P.L. 102-166 P.L. 101-336 P.L. 88-38 Executive Order 11246 41 CFR, Part 60 10 CFR, Part 708 29 CFR, Part 24									

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<ul style="list-style-type: none"><li>Ensures equity under VII in all managerial actions</li></ul>						X	X	X	X	X	
<ul style="list-style-type: none"><li>Provides guidance on managing a diverse workforce</li></ul>						X	X	X	X	X	
<ul style="list-style-type: none"><li>Promotes awareness of CH diversity</li></ul>						X	X	X	X	X	
<ul style="list-style-type: none"><li>Manage and oversee the CH Employee Concerns Program, including Whistleblower complaints</li></ul>						X	X	X	X	X	
<ul style="list-style-type: none"><li>Provides oversight of M&amp;O contractors on EEO &amp; diversity issues</li></ul>		X	X			X	X	X	X	X	
<ul style="list-style-type: none"><li>Ensures Title Six (nondiscrimination) compliance for Federal Financial Assistance Awardees</li></ul>		X				X			X		
<b>OM COMMUNICATIONS</b>											
<b><u>Management of Communications/Special Projects:</u></b>	CH Manager (All)  HQ Director of Public Affairs										
<ul style="list-style-type: none"><li>Provides guidance/counsel to senior management on public affairs-related matters</li></ul>						X	X	X	X	X	
<ul style="list-style-type: none"><li>Briefing Papers, Backgrounders, Talking Points</li></ul>						X	X	X	X	X	
<ul style="list-style-type: none"><li>Weekly Report Coordination</li></ul>					X*	X					
<ul style="list-style-type: none"><li>Outreach Plans</li></ul>						X	X	X	X	X	
<ul style="list-style-type: none"><li>Special Project Planning (Externally Sensitive or Controversial Programs, Projects and/or Activities)</li></ul>		X	X	X		X	X	X	X	X	
<ul style="list-style-type: none"><li>Assistance with Sensitive Correspondence and Other Communications</li></ul>											

\* HQ – Office of Public Affairs

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<b><u>Management of Media Relations/Public Affairs:</u></b>	CH Manager (All)  Area Managers/Program Managers/HQ Director of Public Affairs          HQ Director of Public Affairs	Mission and Function Statement									
		Position Descriptions									
• News Media Relations Guidance, Assistance, and Inquiry Response			X	X	X	X	X	X	X	X	
• DOE Press Release Preparation/Coordination			X	X	X	X	X	X	X		
• Contractor Press Release Approval/Coordination			X	X	X		X		X		
• Coordination of HQ Information and Assistance Requests			X	X	X	X	X	X	X	X	
• Emergency Public Affairs Planning/Coordination					X	X	X	X	X		
• Public Information Publications, Audiovisuals, Exhibit Coordination/Approvals		<i>Approval Authority: Memorandum: HQ Director of Public Affairs circa 1993 (approx.)</i>  DOE O 051.1 DOE O 1340.1B DOE O 1350.1			X	X	X	X	X		
• Communications Product Development			X			X	X	X	X	X	
• Speakers Requests						X	X	X	X	X	
• Special Event Activities (Energy Awareness Week, Earth Day, etc.)			X	X	X	X	X	X	X	X	

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<b><u>Management of Intergovernmental/Congressional Affairs:</u></b>  <ul style="list-style-type: none"> <li>Coordination of HQ Information and Assistance Requests</li> <li>Outreach Planning/Coordination with Elected Officials</li> <li>Coordination of Congressional Testimony</li> <li>Assistance with High Priority Congressional/ Elected Official Inquiries/Requests</li> <li>"Heads Up" Information on Political Issues/ Concerns</li> <li>Legislation Updates</li> </ul>	CH Manager (All)	Mission and Function Statement Position Descriptions  DOE O 1220.1A									
					X	X	X	X	X		
			X		X	X	X	X	X		
		DOE O 1220.1A	X		X	X		X		X	
			X		X	X	X	X	X	X	
			X	X	X	X	X	X	X		
						X	X	X	X	X	
<b><u>Management of Public Participation Support/Coordination:</u></b>  <ul style="list-style-type: none"> <li>Overall Operations Office Public Participation Policy Development and Coordination</li> <li>Support to EM Public Involvement Activities</li> <li>Coordination of NEPA Public Involvement (EA's EIS's)</li> <li>Assistance in Planning and Executing Public</li> </ul>	CH Manager (All)	Mission and Function Statement Position Descriptions  DOE O 1210.1									
					X	X	X	X	X		
				X			X		X		
					X		X	X	X		
			X	X	X	X	X	X	X	X	

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Meetings/Hearings											
<b><u>Conducting Management Reviews:</u></b>	CH Manager (All) Area Managers (All)	Mission and Function Statement Position Descriptions									
<ul style="list-style-type: none"> <li>Review of Contractor Communications Functions and Activities, as determined necessary by Area Managers</li> </ul>						X	X		X		
<ul style="list-style-type: none"> <li>Establishing and Monitoring Communications &amp; Trust performance Elements Under Performance-Based Contracts</li> </ul>						X	X		X		